



CLERK TYPIST SENIOR

Characteristics of Work

The incumbent performs various narrative and tabular typing work from written material in combination with clerical work other than that covered by a specialized class. The work is generally routine or standardized, but involves a choice of action within limits defined by sound clerical practices. Comprehensive, detailed instructions are received from the immediate supervisor. Contacts with persons within or outside the agency are frequent and involve the exchange of routine, factual information. The incumbent may exercise direct line supervision over one subordinate employee.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents.

Places local and long distance calls upon request; refers incoming telephone calls and visitors to the appropriate persons or functional area.

Records data onto records, forms and other similar documents for subsequent processing by other individuals within the agency.

Routes correspondence and other materials by name or functional area in order to ensure that such materials are distributed in a timely manner.

Performs record-keeping or formatting tasks which require the ability to use simple mathematical computations such as adding, subtracting, multiplying, and dividing.

Types non-technical and technical letters, memos, reports, and other varied narrative and tabular material from longhand notes, typed or printed copy, or drawings, each requiring knowledge sufficient to ensure correct spelling, punctuation, capitalization, and basic grammar.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Types both technical and non-technical materials including narrative and tabular materials of various complexities and difficulties.
2. Maintains office records.
3. Maintains filing system.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of vision: Ability to observe an area up or down/left or right while eyes are fixed on a given point.

Accommodation: Ability to adjust focus.

Color vision: Ability to identify colors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

One (1) year of experience related to the above described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

